



## **Assistant Chief / Fire Marshal**

The City of Portland Fire Department is accepting applications for the following:

**Job Title:** Assistant Chief/ Fire Marshal

**Job Type:** Full Time

**Compensation:** Starting Salary: \$63,118

Texas Municipal Retirement System

Other Benefits- Medical Insurance, Vacation, Longevity Pay, Education Pay,  
Certification Pay

### **Job Description:**

The Assistant Chief will assume administrative and operational duties in the absence of the Fire Chief. Plan, organize, direct and supervise the Fire Prevention program consisting of inspection and code compliance; enforce State and Federal criminal laws and regulations; supervise inspection of all commercial buildings within limits of assigned authority; interpret codes, ordinances and standards; review public education programs for content and comprehension; review and approve fire protection system plans; make recommendations for improving existing codes and ordinances relevant to the protection of life and property; provide monthly and annual reports concerning operation of the inspection and investigation programs; be responsible for the efficient performance of personnel and initiate disciplinary actions as necessary; initiate research projects as necessary; act as liaison with other departments, industries, and law enforcement officials impacted by Fire Marshal's area of jurisdiction; assist in preparation of legal cases; ensures compliance with all applicable department policies and programs; assist in budget preparation; performs other activities as required.

### **Minimum Qualifications:**

Must have a high school diploma or GED; an Associate's Degree (prefer Bachelor) in an associated discipline or five years supervisory experience at Captain's level or higher; be at least 21 years of age; must have a peace officer's commission by the Texas Commission on Law Enforcement Officer Standards and Education; must have a valid Texas driver's license; must be a U.S. citizen; must be of good moral character and integrity; must possess a current fire fighter's certification issued by the Texas Commission on Fire Protection and maintain such certification as a condition of employment; must have a Fire Inspector's and Fire Investigator's certification issued by the Texas Commission on Fire Protection or obtain such certifications within 18 months of employment and maintain such certifications as a condition of employment.

**License, Certifications Required By Essential Functions:**

1. A Class "B" Fire Fighters exempt Texas Drivers License
2. Texas Peace Officer Certification
3. Texas Fire Inspector Certification
4. Texas Fire/Arson Investigator Certification
5. Texas Fire Fighters Certification
6. Emergency Medical Technician issued by Texas Department of State Health Services

Applicants may download the application packet from the City website [www.portlandtx.com](http://www.portlandtx.com) or pick up an application at the Portland Fire Department, 595 Buddy Ganem, Portland, Texas. A resume supplement is encouraged.

For additional information, please contact 361-643-0155.

The first review of applications will be on February 16, 2015, however, the position will remain open until the position is filled.